

Message Text

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TO AMEMBASSY KUWAIT NIACT IMMEDIATE

AMEMBASSY ANKARA NIACT IMMEDIATE

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STADIS////////////////////////////////////

EXDIS

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT:SECRETARIAL (S/S) REQUIREMENTS

EXDIS/STADIS CAPTION MAY BE DROPPED UPON PUBLIC ANNOUNCE-
MENT OF THE SECRETARY'S VISIT.

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL
SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS
THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC
(REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL).
OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARA-
TION OF BRIEFING MATERIALS FOR THE SECRETARY AND
COORDINATING ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO RICHARD
HECKLINGER AND SECRETARY ANDA LIDUMS WILL ARRIVE ABOARD
THE SECRETARY'S AIRCRAFT. AN S/S ADVANCE TEAM WILL
PRECEDE THE SECRETARY'S ARRIVAL. NAMES AND ARRIVAL TIME
ARE BEING CABLED SEPARATELY.

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2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO INSURE

THAT ALL REQUIREMENTS FOR THE SECRETARY'S VISIT ARE BEING MET. STARTING WITH THE ADVANCE TEAM'S ARRIVAL S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER. PLEASE CABLE NAME OF LIAISON OFFICER, WHO SHOULD MEET ADVANCE

TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM. THIS IS MOST EASILY DONE BY ASKING THE C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. SCHEDULING:

A. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE TO HIS HOSTS' SUGGESTIONS AND JUDGMENT ON HIS VISIT SCHEDULE. WITHOUT PRESSING HOST GOVERNMENTS, POSTS SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS THEY BECOME AVAILABLE.

B. THE FOLLOWING INFORMATION IS PARTICULARLY USEFUL, THOUGH POSTS SHOULD BE PATIENT IN OBTAINING IT:

1. TIME AND LOCATION OF PROPOSED MEETINGS AND OTHER EVENTS, INCLUDING SUGGESTED PARTICIPANTS ON BOTH SIDES.

2. ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE PLANS.

4. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS TO S/S ADVANCE TEAM ON ARRIVAL. USUALLY THESE NOTES ARE TO THE PRIME MINISTER AND FOREIGN MINISTER.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CARE-LIMITED OFFICIAL USE

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FULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. POST SHOULD TRY TO ARRANGE FOR MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. PERSON ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE

AGREEMENT ON PROCEDURES. TEN COPIES OF USIS WIRELESS
FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

5. ATTENTION IS DRAWN TO S/S REQUIREMENTS FOR DUTY
SECRETARIES AND COURIERS OUTLINED IN ADMIN CABLE. INGERSOLL

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